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ABSTRACT

Intended for those involved in planning, organizing, and publishing professional association journals, this document includes the necessary framework for establishing and producing a journal. The seven sections of the document provide the following: (1) the framework for establishing a journal; (2) guidelines for authors; (3) a sample format of a journal including cover of journal, inside cover page, first page in journal, abstracts, references, and book review; (4) organizational plan for selection of manuscript candidates; (5) duties and responsibilities of the editorial staff; (6) process, letters, and forms for review of editorial materials; and (7) information on financial obligations. (HOD)

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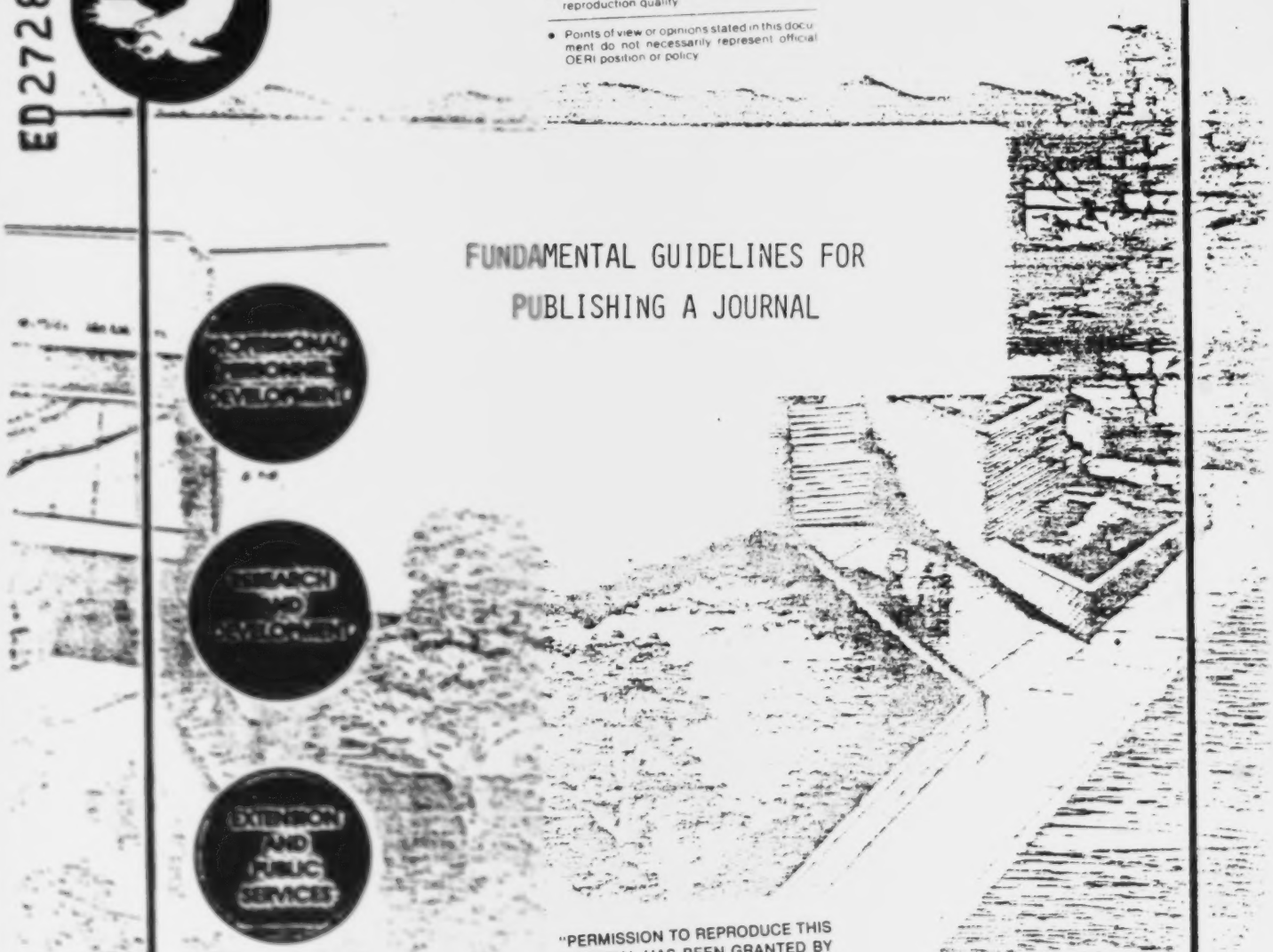
FUNDAMENTAL GUIDELINES FOR PUBLISHING A JOURNAL



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FUNDAMENTAL GUIDELINES FOR PUBLISHING A JOURNAL

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Health Occupations Education
College of Education
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Auburn, Alabama 36849

1986
Center for Vocational and Adult Education
College of Education
Auburn University

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PREFACE

Fundamental Guidelines was written in response to a need to provide teachers, teacher educators, and administrators of educational institutions as members of professional organizations or associations with a document to assist in planning the details of organizing and publishing a journal. The content includes information and forms which may be adapted for a specific journal.

Traditionally, educators are elected to serve on the editorial staff for journals without having had the opportunity to be exposed to the minute details which must be undertaken to plan every aspect of beginning and continuing the process of publishing and maintaining a successful journal. Therefore, this document, which includes the necessary framework for establishing and continuing a journal, should be very beneficial for members of an editorial staff.

The topics included in the document include: the framework for establishing a journal; guidelines for authors; responsibilities of editorial staff; forms and letters which may be used in the review process for research and non-research manuscripts and book reviews; forms to record candidates' names nominated for the Editorial Board; letter requesting consent form and vita from candidate; letters of acknowledgment to members elected to the editorial staff; and sample information on preparation of a journal for mailing and cost by weight. In addition, a sample format of a journal is provided which includes: cover of journal; inside cover page; first page in journal; abstracts; references; and book review.

The content should provide an Editor, Associate Editor(s), Managing Editor, and members of an Editorial Board an insight to better understand the duties and responsibilities of each member of the editorial staff. Also, educational institutions, organizations, and associations which are interested in publishing a journal may utilize the book to assist in organizing and designing the essential format of a journal for publishing.

Norma J. Walters

SECTION I: FRAMEWORK FOR PUBLISHING A JOURNAL

FRAMEWORK FOR PUBLISHING A JOURNAL

OBJECTIVES

1. Establish a need for the journal
2. Identify clientele
3. Decide on number of publications each year
4. Decide on the time of year for publication
5. Develop editorial policy to include in journal
6. Make decision on who will be official publisher and include in journal
7. Determine subscription rate and include in journal
8. Seek legal counsel to obtain copyright, write paragraph concerning copyright, and include a hold harmless clause
9. Identify categories of editorial materials for journal.
10. Develop format of journal
11. Identify categories of individuals to serve on Editorial Staff
12. Develop criteria for selection of Editorial Staff
13. Develop an organizational plan to use for selection of candidates
14. Develop the duties and responsibilities of Editorial Staff
15. Develop the process, letters, and forms for review of editorial materials
16. Identify Editor, Associate Editor(s), Managing Editor
17. Identify possible candidates for Editorial Board
18. Develop a tentative budget or financial statement
19. Develop method for advertising the first issue of journal to clientele
20. Plan a schedule of meetings to develop, implement, and evaluate procedures utilized to publish journal

JOURNAL OF _____

FRAMEWORK FOR PUBLISHING A JOURNAL

I. NEED FOR A JOURNAL

- A. Improvement of Writing Skills
- B. Publish Research, Methods, and Current Findings
- C. Publish General Information on Programs, Trends, and Issues
- D. Publish Reviews of Current Books

II. CLIENTELE

- A. Teachers
- B. Teacher Educators
- C. Administrators
- D. Educational Institutions
- E. Private Industry - Businesses

III. NUMBER OF PUBLICATIONS EACH YEAR

- A. Two
- B. Three
- C. Four

IV. TIME OF YEAR FOR PUBLICATION

- A. Fall and Spring
- B. Fall, Winter, and Spring

V. EDITORIAL POLICY AND INFORMATION INCLUDED

- A. Purpose of Journal
- B. Categories of Editorial Materials in Journal
- C. Statement on Reviewing Guidelines for Authors
- D. Statement of No Payment to Authors
- E. Hold Harmless Clause

VI. PUBLISHER HEADING AND INFORMATION INCLUDED

A. Official Publication

B. Publication Time

C. Statement Regarding Reprints

D. Statement Regarding Microfilm Reproductions

VII. SUBSCRIPTIONS HEADING AND INFORMATION INCLUDED

A. Individual and Institutional Subscriptions

B. Cost of Subscription Each Year

C. Statement Regarding Postage Cost for Other Countries

D. Cost of Single Copies and Back Issues

E. Name and Address to Which Checks and Changes of Address Should Be Sent

F. Statement Regarding Undelivered Issues

VIII. COPYRIGHT HEADING AND INFORMATION INCLUDED

A. Name of Institution or Organization Holding Copyright

B. Statement Regarding Quotations from Copyrighted Material

IX. CATEGORIES OF EDITORIAL MATERIALS IN JOURNAL

A. Research

B. Non-research Informative

C. Book Reviews

D. Other

X. GUIDELINES FOR AUTHORS

A. Manuscript and Abstract

1. Number of Copies of Manuscript

2. Number of Copies of Abstract; Length and Content of Abstract

B. Preparation of Copy

1. Spacing of Typed Information

2. Type of Paper and Size

3. Width of Margins on All Sides

4. Cover Page Information

C. Length of Manuscript

1. Number of Words

2. Approximate Number of Pages Including Text, References, Tables and Figures

D. Writing Style

1. Type of Manual to Use in Writing Style

2. Prepare Statement on Nonsexist Use of Language

E. Citations and References

1. Guidelines to Follow

2. Location of References

F. Tables and Illustrations

1. Instructions for Tables

2. Instructions for Illustrations

G. Chargeable Costs/Payment to Authors

1. Policy for Charges

2. Special Charges

3. Statement Regarding Non-payment to Authors

H. Proofing and Editing

1. Instructions for Authors to Proof and Edit Content of Manuscript

2. Responsibility for Accuracy of References, Tables and Figures

I. Book Reviews

1. Type of Review

a. General

b. Specific

2. Instructions for References

a. Title

b. Author(s)

c. Date of Publication

d. City

e. State

f. Publisher

g. Number of Pages

h. Cost

3. Content of Review

a. Purpose

b. Objective Summary

c. Judgments by Reviewer of Implications

d. Value of Book and Applicability of Content

4. Preparation of Book Review

a. Number of Words

b. Spacing of Typed Information

c. Type of Paper and Size

d. Width of Margins

e. Specific Type

f. Number of Copies and/or Originals

g. Instructions for Camera Ready Copy

XI. FORMAT FOR JOURNAL

A. Front Cover

1. Color

2. Location of Title

3. Logo

4. Volume Number (Volume I)

5. Issue Number (Number 1)

6. Date

a. Month

b. Quarter

c. Fall, Winter, Spring

7. Year

B. Inside of Front Cover

1. Editorial Staff, Names and Addresses

a. Editor

b. Associate Editor

c. Managing Editor

d. Editorial Board

e. Editorial Board Council?

f. Other

2. Editorial Policy and Content

C. First Page of Journal - (Content)

1. Name of Journal

2. Volume Number and Issue Number

3. ISSN Number

4. Date (Month or Quarter and Year)

5. Article Titles and Page Numbers

6. Departments or Sections

a. Book Reviews (Titles Unlisted)

b. Guidelines for Authors

7. Headings and Information

a. Publisher

b. Subscriptions

c. Copyright

D. Inside Back Cover

1. Guidelines for Authors

E. Back Cover

1. Address Label

XII. EDITORIAL STAFF FOR JOURNAL

A. Editor

B. Associate Editor

C. Managing Editor

D. Editorial Board

E. Editorial Board Council

F. Other

XIII. CRITERIA FOR SELECTION OF EDITORIAL STAFF

A. Educational Backgrounds

1. Teachers

2. Teacher Educators

3. Administrators

4. Statisticians

5. Other

B. Expertise

1. Writing Skills

2. Organizational Skills

3. Publications

4. Other

XIV. ORGANIZATIONAL PLAN TO USE FOR SELECTION OF CANDIDATES

A. Letter to Candidates with Request for Consent Form and Vita

B. Date for Returning Consent Form and Vita

C. Individual to Receive Information from Candidate

D. Forms for Recording Names of Candidates

E. Voting Procedure and Individuals to Vote

F. Specification of Rotation Term of Board

G. Letter to Candidate with Term on Board Specified

H. Date for Mailing Letter and Individual Returning

XV. DUTIES AND RESPONSIBILITIES OF EDITORIAL STAFF

A. Editorial Board Council

B. Managing Editor

C. Editor

D. Associate Editor

XVI. PROCESS AND LETTERS AND FORMS FOR REVIEW OF ARTICLES

A. Record of Manuscripts and Book Reviews

B. Responses to Research Manuscripts

C. Responses to Non-research Manuscripts

D. Responses to Book Reviews

XVII. FINANCIAL OBLIGATION

A. Cost for Supplies

B. Cost for Typesetting

C. Cost for Printing

D. Cost for Mailing

E. Number of Subscriptions Necessary

XVIII. METHOD OF ADVERTISING JOURNAL

A. Individuals

B. Institutions

XIX. SCHEDULE OF MEETINGS

SECTION II: GUIDELINES FOR AUTHORS

Manuscript Guidelines for Submission of Papers to the

Journal of _____

Please prepare manuscripts for publication using the following guidelines:

1. Prepare camera ready original manuscript for printing (as an article is published in a journal).

2. Type on white bond paper, 8 1/2" x 11".

3. Use APA, Third Edition, writing style, unless otherwise specified.

4. Type cover page and include title of study, author(s) names, position(s), address(es) and telephone number(s).

5. Include Abstract of 150 words or less, under title and author's name on first page of article; then begin text (see sample format for first and second pages of manuscript). Abstract can be continued on second page to allow space for author(s) information.

6. Allow space at bottom of first page of article to include author(s) name(s), position(s), and institution.

7. Type running head (beginning with second page of article), flush with right margin one double space above text.

8. Allow margins of one (1) inch on all sides (left, right, top, and bottom).

9. Type page numbers at the bottom center of each page approximately one inch from the bottom edge of the paper.

10. Use elite type and double space.

11. Insert tables and figures into text as appropriate (Do not use the format of "Insert Table # About Here" as in APA style.).

12. Do not hyphenate words at the end of lines (if the complete word cannot be typed within the margin, type the word on the next line).

13. Do not use footnotes in the text.

14. Type references and footnotes (APA, Third Ed. style) to begin at the end of the text (as in an article in a journal) and not on a separate page.

15. Type manuscript to be approximately 10 pages or less, including tables, figures, and references.

Note: The complete camera ready original manuscript must be received for printing by _____.

Sample First Page of Article

Title, ALL CAPS (centered) (line 12)

(Allow 4 blank lines between title and author(s))

Author(s) (centered)

(Double space after author(s), insert line, double space after line)

Abstract: Type abstract (space twice and begin text of abstract) (Indent 5 spaces to begin abstract, keeping the indented left margin throughout the abstract--150 words or less. If necessary, Abstract can continue on next page to allow space at bottom for author(s) information.)

(Double space after abstract, insert line, double space after line)

Begin article here (Indent 5 spaces and begin article, but use the 1" margin from second line onward.)

(Allow space at bottom of first page for author(s) name(s), position(s) and institution(s). Begin at left margin. End text, double space, insert half-line, double space after line.)

Author(s) name(s), position(s), and institution(s) (will usually take two lines), Type flush left

(page number centered 1" from bottom edge of paper)

(Sample of Single Author)

ATTITUDES OF EXPERIENCED HEALTH OCCUPATIONS (line 12)
TEACHERS TOWARD DISABLED PERSONS

(4 blank lines here)

Norma J. Walters

Abstract: The purpose of the research was to study the effects of different instructional strategies and selected demographic variables on experienced health occupations teachers' attitudes toward disabled persons using three groups: independent study, lecture, and film, in a pre/post experimental design. MANOVA revealed no significant group effects for instructional strategies. A sequential partitioning of the sum of squares in univariate analyses revealed differences in years of occupational experience, number of courses studied, years of teaching experience, and highest degree earned. Special coursework to teach the handicapped was found to contribute to a positive attitude toward disabled students. This finding suggests that states require special preparation for all teachers.

Public Law 94-142 calls for handicapped children to be educated whenever appropriate with non-handicapped children. This policy depends on local

---

Norma J. Walters, R.N., Ph.D., is Assistant Professor and Coordinator of Health Occupations at Auburn University.

educators and administrators to make, with the child's parents, the determination of appropriate placement. The education of administrators and teachers must prepare them to participate meaningfully in this process.

Gearhart and Weisha (1976) attest to the need for improvement of inservice vocational development in the area of serving handicapped youth. To date, most states have provided special inservice, workshops, or other means to provide teachers training in this problem area. In 1983, Lakin reported that approximately 70% of all children identified as handicapped spend some portion of their school day in regular classrooms. However, insufficient studies have been conducted to determine teacher attitudes toward the handicapped or to evaluate the best means to provide inservice education about the handicapped in the regular educational setting.

Given proper information and training, teachers may develop a more positive attitude toward the handicapped student. Furthermore, it would seem that preservice teachers' attitudes toward handicapped students may be improved by exposing the teachers while they were in training to situations involving disabled students.

References

Walters, N. J., Trussell, S. T., Wilmoth, J. N., & Walters, F. T. (in press). Attitudes of experienced health occupations teachers toward disabled persons. Journal of Health Occupations Education.

Walters, N. J. (1986). Attitudes toward disabled persons as perceived by health care professionals in an academic setting. Journal of Jane Doe, 6 (2), 870-875.

(Sample of Multiple Authors)

ATTITUDES OF EXPERIENCED HEALTH OCCUPATIONS (line 12)
TEACHERS TOWARD DISABLED PERSONS

(4 blank lines here)

Norma J. Walters
S. Tracy Trussell (multiple authors)
James Noel Wilmoth
Fred T. Walters

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(If abstract ends here, extend line)

Norma J. Walters, R.N., Ph.D., is Assistant Professor and Coordinator of Health Occupations at Auburn University; S. Tracy Trussell, Ph.D., is Assistant Professor, Vocational and Adult Education, University of Georgia; James Noel Wilmoth, Ph.D., is Associate Professor, Foundations of Education, Auburn University; and Fred T. Walters is Adjunct Professor, Brevard Community College and Instructor with Brevard County, Florida School Board.

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BOOK REVIEW GUIDELINES FOR SUBMISSION TO

JOURNAL OF _____

Please prepare book review for publication using the following guidelines:

1. Prepare camera ready original book review for printing (as published in a journal.
2. Use elite type and double space.
3. Type on white bond paper, 8 1/2" x 11".
4. Allow 1" margins on all sides (left, top, right and bottom).
5. Use APA writing style unless otherwise specified.
6. Do not hyphenate words at ends of lines (if the complete word cannot be typed within the margin, type the word on the next line).
7. Type cover page and include title of book review and author(s); name(s) of reviewer(s), position(s), institution(s), address(es), and telephone number(s).
8. Begin on line 12 (flush left) and type (in upper and lower case) title of book, name of author(s), publisher and state, year, number of pages and cost if known.
9. Double space after #8 (indent 5 spaces on first line only of each paragraph) and begin book review. Double space between each paragraph.
10. Type book review to be one page including name of reviewer and institution.
11. Double space after text of book review, insert half line, double space, and type name of reviewer and institution.
12. Double space after author's name and type page number, centered, 1 inch from bottom of page.

Note: The complete camera ready original book review must be received for printing by _____.

Sample Book Review Format

Beginning on line 12, type (in upper and lower case) title of book (flush left), author(s), publisher and state, year, number of pages and cost if known.

Begin book review here (indent 5 spaces to begin book review, use the 1" margin from second line onward except for first line of each new paragraph). Double space between paragraphs.

Note: Book review should be one page only.

End book review, double space, insert half line, double space and type

_____

Reviewer's name(s) (flush left) and institution(s)

(page number centered 1" from bottom edge of paper)

Sample Book Review

How to Read an EKG (3rd. ed.) Margaret G. Blowers and Roberta Smith Sims. Medical Economics, Inc., Oradell, New Jersey, 1984, 58 pp.

How to Read an EKG provides a well organized and well written overview of basic electrocardiograms (EKGs). The book will assist all health care workers to learn basic knowledge of electrocardiograms.

The text is divided into five sections: electrode application; lead placement; electrocardiographic monitoring and common problems; normal EKG; non-catastrophic and life-threatening arrhythmias and treatment. Illustrated diagrams of the electrical activity of the heart and sample EKG patterns are presented to assist the reader in differentiating between simple and potentially dangerous cardiac problems.

Faculty members and students may criticize the book for omission of objectives, summaries, questions, and references at the end of each section. In addition, skill check sheets are not included for student practice and final performance evaluation.

Strengths of the book include glossary, safety factors, sample EKGs, and a table for determining heart rate. This format enables students to obtain some background and experience and to learn to recognize almost all life-threatening arrythmias so that appropriate treatment can be initiated. Also, the book may be used as a flip chart placed in an EKG monitoring area for quick comparison of model rhythm strips with patients' tracings.

Norma J. Walters, R.N., Ph.D., Auburn University

SECTION III: FORMAT OF JOURNAL

Cover of Journal

Inside Cover Page

First Page in Journal

First Page of Article

Abstracts on Separate Page

References

Book Reviews

JOURNAL OF _____

(Cover Page)

Color?

Volume 1, Number 1 SPRING, 1986

TITLE OF ARTICLES?

OR

LOGO?

JOURNAL OF _____

(Inside of Front Cover)

EDITOR	Name	Name
Name/Degree		
Title		
Program		
Educational Institution		
Address		
ASSOCIATE EDITOR	Name	Name
Name/Degree		
Title		
Program		
Educational Institution		
Address		
MANAGING EDITOR	Name	Name
Name/Degree		
Title		
Educational Institution		
Address		
EDITORIAL BOARD COUNCIL	Name	Name
Editor		
Associate Editor		
Managing Editor		
Chairman, Editorial/Publication Committee		
EDITORIAL BOARD	Name	Name
Name/Degree		
Title		
Program		
Educational Institution		
Address		
Name/Degree	Name	Name
Title		
Program		
Educational Institution		
Address		

EDITORIAL POLICY: The purpose of the Journal is to keep _____ informed of current methods of research and findings in the field of _____ _____ and current programmatic trends and issues in _____, as well as new books which have an impact on _____.

Contributed manuscripts are considered for publication in the categories of research and non-research informative articles and book reviews. Prospective authors should review "Guidelines for Authors". No payment is made to authors. Statements in the articles published by the Journal are the responsibility of the author. Therefore, publication does not imply endorsement by the Journal.

(First page in Journal)

JOURNAL OF _____

OFFICIAL PUBLICATION OF THE _____
_____

VOLUME 1, NUMBER 1 (ISSN?)

ARTICLES

Page No. Title

" "

" "

" "

" "

" "

DEPARTMENTS

Page No. Book Reviews

Page No. Guidelines for Authors

PUBLISHER: The Journal of _____ is an official publication of the _____-____. The Journal is published in the Spring and Fall. Requests for reprints of an article should be made directly to the author. Microfilm reproductions are available from Xerox University Microfilms, 300 North Zeeb Road, Ann Arbor, Michigan 48106.

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Sample First Page of Article

Title, ALL CAPS (centered) (line 12)

(Allow 4 blank lines between title and author(s))

Author(s) (centered)

(Double space after author(s), insert line, double space after line)

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(Double space after abstract, insert line, double space after line)

Begin article here (Indent 5 spaces and begin article, but use the 1" margin from second line onward.)

(Allow space at bottom of first page for author(s) name(s), position(s) and institution(s). Begin at left margin. End text, double space, insert half-line, double space after line.)

Author(s) name(s), position(s), and institution(s) (will usually take two lines), Type flush left

(page number centered 1" from bottom edge of paper)

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TEACHERS TOWARD DISABLED PERSONS

(4 blank lines here)

Norma J. Walters

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Public Law 94-142 calls for handicapped children to be educated whenever appropriate with non-handicapped children. This policy depends on local

Norma J. Walters, R.N., Ph.D., is Assistant Professor and Coordinator of Health Occupations at Auburn University.

educators and administrators to make, with the child's parents, the determination of appropriate placement. The education of administrators and teachers must prepare them to participate meaningfully in this process.

Gearhart and Weisha (1976) attest to the need for improvement of inservice vocational development in the area of serving handicapped youth. To date, most states have provided special inservice, workshops, or other means to provide teachers training in this problem area. In 1983, Lakin reported that approximately 70% of all children identified as handicapped spend some portion of their school day in regular classrooms. However, insufficient studies have been conducted to determine teacher attitudes toward the handicapped or to evaluate the best means to provide inservice education about the handicapped in the regular educational setting.

Given proper information and training, teachers may develop a more positive attitude toward the handicapped student. Furthermore, it would seem that preservice teachers' attitudes toward handicapped students may be improved by exposing the teachers while they were in training to situations involving disabled students.

References

Walters, N. J., Trussell, S. T., Wilmoth, J. N., & Walters, F. T. (in press). Attitudes of experienced health occupations teachers toward disabled persons. Journal of Health Occupations Education.

Walters, N. J. (1986). Attitudes toward disabled persons as perceived by health care professionals in an academic setting. Journal of Jane Doe, 6 (2), 870-875.

(Sample of Multiple Authors)

ATTITUDES OF EXPERIENCED HEALTH OCCUPATIONS (line 12)

TEACHERS TOWARD DISABLED PERSONS

(4 blank lines here)

Norma J. Walters

S. Tracy Trussell

James Noel Wilmoth

Fred T. Walters

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(If abstract ends here, extend line)

Norma J. Walters, R.N., Ph.D., is Assistant Professor and Coordinator of Health Occupations at Auburn University; S. Tracy Trussell, Ph.D., is Assistant Professor, Vocational and Adult Education, University of Georgia; James Noel Wilmoth, Ph.D., is Associate Professor, Foundations of Education, Auburn University; and Fred T. Walters is Adjunct Professor, Brevard Community College and Instructor with Brevard County, Florida School Board.

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Given proper information and training, teachers may develop a more positive attitude toward the handicapped student. Furthermore, it would seem that preservice teachers' attitudes toward handicapped students may be improved by exposing the teachers while they were in training to situations involving disabled students.

(Place at beginning of Journal)

ABSTRACTS

Abstract:

(Abstract of 150 words or less may be placed on page at beginning of Journal as shown in this sample)

Abstract:

(150 words or less)

REFERENCES FOR MANUSCRIPTS

References should be typed to begin at end of the manuscript for camera ready copy.

or

References should be typed on separate page if manuscript is to be retyped.

Sample Book Review Format

Beginning on line 12, type (in upper and lower case) title of book (flush left), author(s), publisher and state, year, number of pages and cost if known.

Begin book review here (indent 5 spaces to begin book review, use the 1" margin from second line onward except for first line of each new paragraph). Double space between paragraphs.

Note: Book review should be one page only.

End book review, double space, insert half line, double space and type

_____

Reviewer's name(s) (flush left) and institution(s)

(page number centered 1" from bottom edge of paper)

Sample Book Review

How to Read an EKG (3rd. ed.) Margaret G. Blowers and Roberta Smith Sims. Medical Economics, Inc., Oradell, New Jersey, 1984, 58 pp.

How to Read an EKG provides a well organized and well written overview of basic electrocardiograms (EKGs). The book will assist all health care workers to learn basic knowledge of electrocardiograms.

The text is divided into five sections: electrode application; lead placement; electrocardiographic monitoring and common problems; normal EKG; non-catastrophic and life-threatening arrhythmias and treatment. Illustrated diagrams of the electrical activity of the heart and sample EKG patterns are presented to assist the reader in differentiating between simple and potentially dangerous cardiac problems.

Faculty members and students may criticize the book for omission of objectives, summaries, questions, and references at the end of each section. In addition, skill check sheets are not included for student practice and final performance evaluation.

Strengths of the book include glossary, safety factors, sample EKGs, and a table for determining heart rate. This format enables students to obtain some background and experience and to learn to recognize almost all life-threatening arrythmias so that appropriate treatment can be initiated. Also, the book may be used as a flip chart placed in an EKG monitoring area for quick comparison of model rhythm strips with patients' tracings.

Norma J. Walters, R.N., Ph.D., Auburn University

GUIDELINES FOR AUTHORS

(Inside Back Cover)

The Journal _____ publishes research, non-research informative papers as well as book reviews. Articles or book reviews may be related to a specific occupational area or may relate to broad areas. Unless permission is granted in advance by the Journal, each paper is accepted with the understanding that the Journal has exclusive rights. All editorial material should be addressed to the Editor. Authors are not assessed a fee for publication. However, certain tables may require a fee.

Manuscripts: Authors should submit one camera ready original and three copies (no carbon copies) of the research or non-research informative manuscript of approximately 10 pages or 2000 words, retaining a copy for file. All copy should be elite typed and double-spaced with each line of copy numbered, on 8 1/2 X 11 inch white paper, with margins of 1 inch on all sides. Tables should be numbered, titled, cited, and inserted in the text. The Publication Manual of the American Psychological Association (APA), Third Edition, should be used for style of writing. A separate cover page should include the title of the article and name, address, position, institution, and telephone number of author(s) to allow manuscripts to be reviewed confidentially.

Abstracts: The abstract of approximately 150 words or less should be typed at the top of the first page, under title and before the text (refer to articles in Journal).

Book Reviews: Book reviews may be of general or specific interest to readers of the Journal. Include the title of book, author, date of publication, city and state, publisher, number of pages, and cost. Include a description of the purpose, an objective summary, and judgments by the reviewer of implications. Stress value of the book and applicability of the content in one page, including the space for the author's name and city and state at bottom of page. Authors should submit one camera ready original and three copies, retaining a copy for their files. Reviews should be elite typed and double-spaced, using 8 1/2 X 11 inch white paper, with margins of 1 inch on all sides. A cover page should include the title of book review and name, address, position, institution, and telephone number of author to allow for book review to be reviewed confidentially.

References: References should be typed to begin at the end of the text on the same page. References should be elite typed and double-spaced with 1 inch margins on all sides. APA style of writing should be used.

Authors may contact the Editor for more specific guidelines.

SECTION IV: ORGANIZATIONAL PLAN FOR SELECTION OF CANDIDATES

Letter and Consent Form To Be Sent to
Candidates for Editorial Board

Forms for Recording Names of Candidates

Acknowledgment Letters To Be Sent to
Elected Members of Editorial Staff

Letter to Candidates for Editorial Board

Consent Form

JOURNAL OF _____

(Letter to Candidates for Editorial Board)

DATE

NAME

ADDRESS

Dear _____:

On behalf of the Journal of _____, I would like to take this opportunity to inform you that your name has been suggested for consideration as a candidate to serve as a member of the Editorial Board.

The purpose of the Journal is to keep _____ informed of current methods of research and current findings in the field of _____. In addition, non-research informative articles and book reviews will be included.

Members of the Editorial Board will serve specific terms during this voluntary service. If you are interested, it is necessary for you to sign the enclosed Consent Form and provide a personal vita. These should be returned to me by _____. This must be done in order to confirm your consent to serve.

Members identified to serve on the Editorial Board will be notified as soon as possible. The Review Panel should complete this process within the next few weeks.

Thank you for consideration of this responsibility. I look forward to hearing from you.

Sincerely,

Editor

WW:dk

Enclosure: Consent Form

JOURNAL OF _____

CONSENT FORM FOR CANDIDATES FOR EDITORIAL BOARD

1. I, _____
(Type name)
hereby give my consent for my name to be considered as a candidate to serve on the Editorial Board of the _____

2. If identified as a member, I understand that the service provided by me is voluntary and that I will serve for a specified term.

3. I agree to fulfill all the responsibilities assigned to me in reviewing, evaluating and reporting by the deadline date.

4. I agree to submit a vita - which is enclosed.

Signature: _____

Date: _____

Please return to:

NAME

ADDRESS

FORMS FOR RECORDING NAMES OF CANDIDATES

JOURNAL OF _____

CANDIDATES' NAMES SUBMITTED FOR CONSIDERATION TO SERVE
ON THE EDITORIAL BOARD OF THE JOURNAL

Name Address	Telephone		Vita		Elected		Term on Board
	Work	Home	Yes	No	Yes	No	

ACKNOWLEDGMENT LETTERS TO BE SENT TO ELECTED MEMBERS OF EDITORIAL STAFF

Editor

Associate Editor

Managing Editor

Editorial Board

Editorial Board Council

JOURNAL OF _____

(Letter to Editor)

DATE

NAME

ADDRESS

Dear _____:

The _____ would like to take this opportunity to inform you that you have been selected to serve as the Editor of the Journal of _____. We express our appreciation to you for assuming this responsibility.

As you are aware, this is a tremendous undertaking. However, with your guidance and expertise we are confident that we will have a very successful Journal.

Thank you again. We look forward to working with you.

Sincerely,

Name
Title

NW:dk

JOURNAL OF _____

(Letter to Associate Editor(s))

DATE

NAME

ADDRESS

Dear _____:

The _____ would like to take this opportunity to inform you that you have been selected to serve as an Associate Editor of the Journal of _____. We express our appreciation to you for assuming this responsibility.

As you are aware, this is a tremendous responsibility. However, with your assistance to the Editor we are confident that we will have a very successful Journal.

Thank you again. We look forward to working with you.

Sincerely,

Name
Title

NW:dk

JOURNAL OF _____

(Letter to Managing Editor)

DATE

NAME

ADDRESS

Dear _____:

The _____ would like to take this opportunity to inform you that you have been selected to serve as the Managing Editor of the Journal of _____. You are to be commended for assuming this responsibility.

As you are aware, this is a tremendous responsibility. However, through your management we are confident that we will have a very successful Journal.

Thank you again. We look forward to working with you.

Sincerely,

Name
Title

NW:dk

JOURNAL OF _____

(Letter to Elected Editorial Board Members)

DATE

NAME

ADDRESS

Dear _____:

On behalf of the Journal of _____, I would like to take this opportunity to inform you that you have been elected to serve on the Editorial Board of the Journal of _____. As you are aware, this is a tremendous responsibility, and we express our appreciation to you.

The purpose of the Journal is to keep _____ informed of current methods of research, current findings and research-related issues in the field of _____. In addition, non-research informative articles and book reviews will be included. These will enable our readers to keep abreast of trends, issues, new technology and current books. The papers accepted will be published in an issue of the Journal.

The manuscripts will be mailed to you with the forms to be used in reviewing and reporting your evaluation. These will include Manuscript and Book Review Evaluation Forms and Report of Manuscript and Book Review Forms. The top section of the forms will be completed and mailed to you with a requested return date.

Thank you for serving on the Editorial Board for the Journal. I look forward to working with you.

Sincerely,

Editor

NW:dk

Note: Your term to serve on the Editorial Board of the Journal will be

_____.

JOURNAL OF _____

(Letter to Editor)

DATE

NAME

ADDRESS

Dear _____:

On behalf of the Journal of _____, I would like to take this opportunity to inform you about the Editorial Board Council. By virtue of your position as Editor of the Journal, you are a member of the council.

The Council must work very cooperatively and will be responsible for various activities. Also, a regular scheduled meeting will be held each year at the _____. During this meeting, new members will be selected to serve on the Editorial Board. Prior to the meeting, candidates' names and vitas will be provided to you by the Chairman of the Editorial and Publications Committee of the _____.

Thank you for your interest in the Journal. We look forward to working with you.

Sincerely,

Name
Title

NW:dk

JOURNAL OF _____

(Letter to Associate Editor(s))

DATE

NAME

ADDRESS

Dear_____:

On behalf of the Journal of _____, I would like to take this opportunity to inform you about the Editorial Board Council. By virtue of your position as an Associate Editor of the Journal, you are a member of the Council.

The Council must work very cooperatively and will be responsible for various activities. Also, a regular scheduled meeting will be held each year at the _____. During this meeting, new members will be selected to serve on the Editorial Board. Prior to the meeting, candidates' names and vitas will be provided to you by the Chairman of the Editorial and Publications Committee of the _____.

Thank you for your interest in the Journal. We look forward to working with you.

Sincerely,

Name
Title

NW:dk

JOURNAL OF _____

(Letter to Managing Editor)

DATE

NAME

ADDRESS

Dear _____:

On behalf of the Journal of _____, I would like to take this opportunity to inform you about the Editorial Board Council. By virtue of your position as Managing Editor of the Journal, you are a member of the Council.

The Council must work very cooperatively and will be responsible for various activities. Also, a regular scheduled meeting will be held each year at the _____. During this meeting, new members will be selected to serve on the Editorial Board. Prior to the meeting, candidates' names and vitas will be provided to you by the Chairman of the Editorial and Publications Committee of the _____.

Thank you for your interest in the Journal. We look forward to working with you.

Sincerely,

Name
Title

NW:dk

SECTION V: DUTIES AND RESPONSIBILITIES OF EDITORIAL STAFF

Editorial Board Council

Managing Editor

Editor

Associate Editor

Editorial Board

JOURNAL OF _____

Editorial Board Council

Duties and Responsibilities

Note: These members may be the organizational members of the Journal; members of the Editorial and Publication Committee of a specific division, if associated with the Journal; or may be the Editor, Associate Editor(s) and Managing Editor (also the Chairman of a specific program area, if associated) of the Journal.

1. Attend Editorial Board Council meeting(s), develop framework for journal, and make decisions on the following: (NOTE: Members may have some materials developed which may be considered for the Journal.)

   - Need for journal
   - Clientele to serve
   - Number of publications each year
   - Time of year for publications
   - Editorial policy
   - Publisher
   - Subscription rate per year
   - Copyright
   - Categories of editorial materials
     (research, non-research, book reviews or reviews of books, A.V., etc.)
   - Financial obligation
     (cost of printing, cost of mailing, number of subscriptions necessary, etc.)
   - Guidelines for authors
   - Format of journal
     . Number of articles and reviews to accept
     . Front cover
     (color, location of title; logo?; volume number; issue number; list of titles of articles on cover?)

. Inside of front cover

. Editorial staff
(Editor, Associate Editor(s), Managing Editor, Editorial Board, Editorial Board Council, editorial policy (usually at bottom of page)

. First page of journal

. Table of contents

. Name of journal

. Article titles

. Book review section

. Guidelines for authors

. Headings and information on publisher, subscriptions, copyright and where journal is indexed

. Inside back cover

. Guidelines for Authors

. Back cover

. Address label

- Criteria/guidelines for selection of Editor, Associate Editor(s), Managing Editor and Editorial Board (should include teachers, teacher educators and administrators), i.e., expertise in writing skills; organizational skills; published articles, books, and/or book reviews.

- Organizational plan for receiving, recording, and sending candidates notification to submit consent forms and vitas.

. Letter and consent form to be mailed to candidates

. Date to mail letters and consent forms

. Individual to receive letters, consent forms and vitas from candidates (if elected by Editorial Board Council or Editorial Board)

. Voting procedure for Editorial Staff

. Letter of notification to selected individuals for editorial staff.

- Duties and responsibilities of Editorial Staff (Editor, Associate Editor, Managing Editor and Editorial Board.

- Process letters, evaluation and reporting forms for review of research, non-research manuscripts and book reviews.

2. Review methods and procedures utilized by editorial staff periodically, (at least annually) to evaluate, revise, and improve Journal.

3. Select members of Editorial Board, upon receipt of nomination, vita and consent form.

4. Schedule meetings as deemed necessary.

JOURNAL OF _____

Editor
Duties and Responsibilities

1. Attend Editorial Board Council meetings and Editorial and Publications Committee meetings.

2. Communicate regularly and cooperatively with Editorial Board Council members.

3. Assist Editorial Board Council members to make decisions on the following:

   . Budget (printing, supplies, etc.)
   . Cost for printing
   . Colors for cover
   . Size (8 1/2" x 11" or 6" x 9" or ?) of journal
   . Number of publications annually
   . Type of print
   . Number of copies for each issue
   . Deadline dates for printing

4. Assist members of Editorial Board Council to prepare:

   . Sample format for Editorial Staff page which includes names, titles, educational institutions and addresses of Editor, Associate Editor, Managing Editor and Editorial Board members (usually located on inside of front cover).

   . Editorial policy (located under editorial staff on inside front cover).

   . Sample format for content page (title of articles, page numbers, and section for book reviews).

   . Information under the headings: Publisher, Subscriptions and Copyright (usually located under or on side of content page).

   . Sample first page of article (title, author, abstract, text and information regarding author).

   . Sample book review page (title includes author, year, title, statement of content of book, city, state, publisher, number of pages and cost) which indicates where to type title, content of review and name of reviewer.

   . Sample page for Guidelines for Authors (inside of back cover).

   . Sample cover for journal (include title, volume number and number of issue i.e., Volume 1, Number 1, and time of year, quarter, or season, i.e., Spring or Fall) and consider logo if adopted and/or listing titles of articles on cover.

5. Write response letters and develop evaluation and reporting forms for research and non-research informative manuscripts and book reviews as follows and present to Editorial Board Council for approval.

a. Responses to Research Manuscripts

. Letter of acknowledgment of Research Manuscript

. Editor/Associate Editor - Review of Research Manuscript Evaluation Form
. Editor/Associate Editor - Report of Manuscript Review Form
. Editor/Associate Editor - Report of Manuscript Review

. Letter of Rejection regarding Editor/Associate Editor Initial Review
. Editor/Associate Editor - Report of Manuscript Review

. Letter to Reviewer regarding Research Manuscript
. Reviewer - Research Manuscript Evaluation Form
. Reviewer - Report of Manuscript Review Form

. Letter of Rejection of Research Manuscript
. Editor/Associate Editor - Report of Manuscript Review

. Letter of Acceptance of Research Manuscript
. Consent Form (confirmation to publish and copyright transfer)

b. Responses to Non-Research Informative Manuscripts

. Letter of Acknowledgment of Non-research Informative Manuscript

. Editor/Associate Editor - Review of Manuscript Evaluation Form
. Editor/Associate Editor - Report of Manuscript Review Form
. Editor/Associate Editor - Report of Manuscript Review

. Letter of Rejection regarding Editor/Associate Editor Initial Review
. Editor/Associate Editor - Report of Manuscript Review

. Letter to Reviewer Regarding Non-research Informative Manuscript
. Reviewer - Non-Research Informative Manuscript Evaluation Form
. Reviewer - Report of Manuscript Review Form

. Letter of Rejection of Non-research Informative Manuscript
. Editor/Associate Editor - Report of Manuscript Review

. Letter of Acceptance of Non-research Informative Manuscript
. Consent Form (confirmation to publish and copyright transfer)

c. Responses to Book Review

. Letter of Acknowledgment of Book Review

. Editor/Associate Editor - Review of Book Review Evaluation Form
. Editor/Associate Editor - Report of Book Review Form
. Editor/Associate Editor - Report of Book Review

. Letter of Rejection Regarding Editor/Associate Editor Initial Review
. Editor/Associate Editor - Report of Book Review

. Letter to Reviewer Regarding Book Review
. Reviewer - Book Review Evaluation Form
. Reviewer - Report of Book Review Form

. Letter of Rejection of Book Review
. Editor/Associate Editor - Report of Book Review

. Letter of Acceptance of Book Review
. Consent Form (confirmation to publish and copyright transfer)

6. Develop organizational plan for receiving, recording, and sending editorial materials to reviewers and response to authors.

7. Write appreciation letter to Editorial Staff (Associate Editor, Editorial Board) for accepting position on editorial staff.

8. Receive manuscripts and book reviews and record.

9. Acknowledge receipt of manuscripts and book reviews.

10. Review manuscripts and book reviews and make decision to forward/not forward to reviewers (if not forwarded to reviewers, send letter and report of initial review to authors).

11. Mail manuscripts and book reviews to reviewers with letter, evaluation forms and reporting form with deadline date.

12. Receive manuscripts and book reviews from reviewers.

13. Review evaluations and report of reviews on each manuscript and write letter of response to author with a report of review.

14. Receive revised manuscripts (as requested by reviewers) and complete initial process.

15. Develop a procedure for selecting and publishing manuscripts (i.e., some Editors may accept or reject a manuscript outright, before its review by an Associate Editor or by reviewers. However, most of the time an Editor sends the manuscripts and reviews to an Associate Editor or to at least two reviewers.) Most Editors publish articles in the order of their receipt. However, an Editor may advance or delay publication of an article for the purpose of assembling issues on related topics or advance publication of an article for reasons such as timeliness or importance of material.

16. Accept or reject manuscript or review and send appropriate response. If rejected, send letter and report of review. If accepted, send letter and consent form (necessary to publish and receive transfer of copyright).

17. Send manuscripts or revised manuscripts accepted to Managing Editor for preparation for printing.

18. Review proof copy of journal before printing final copy.

19. Keep Editorial Board Council informed.

20. Assist Editorial Board Council to review materials submitted by members or others, for approval.

21. Receive nominations, vitas, and consent forms from candidates for Editorial Board.

22. Send copies of #21 to members of Editorial Board Council for review.

JOURNAL OF _____

Associate Editor
Duties and Responsibilities

Note: The Associate Editor may assist the Editor with receiving, reviewing, evaluating, and responding to all manuscripts at one institution. However, the Associate Editor may be located elsewhere and assigned only one category and be responsible for editorial materials.

1. Attend Editorial Board Council meetings

2. Communicate regularly and cooperatively with Editorial Board Council members.

3. Assist Editorial Board Council to make decisions as listed on Editor's Duties and Responsibilities.

4. Participate in editorial process as designated by the Editor.

JOURNAL OF _____

Managing Editor
Duties and Responsibilities

1. Attend Editorial Board Council meetings and Editorial and Publication Committee of _____ meetings.

2. Communicate regularly and cooperatively with Editorial Board Council members.

3. Develop budget for intial approval by Editorial Board Council and Editorial and Publications Committee.

4. Obtain information on the following and present to Editorial Board Council for approval:
   - supplies (stationery, stamps, envelopes for Editor/Associate Editor
   - cost for printing
   - cost for mailing
   - colors for cover
   - size (8 1/2" x 11" or 6" x 9" or ?) of journal
   - number of publications annually
   - type of print
   - number of copies for each issue
   - deadline dates for printing
   - date for mailing journal to subscribers
   - suggested format for journal

5. Seek legal counsel on copyright, ISSN No. and a hold harmless clause and present to Editorial Board Council for action.

6. Assist Editor to write section under heading, Editorial Policy and present to Editorial Board Council. Information should include purposes of journal, categories of editorial materials to which readers may contribute publications, and a statement regarding non-payment to authors. Include statement that publication does not imply endorsement by journal and that content of submitted material is responsibility of author (this information is usually located under editorial staff on inside of front cover).

7. Assist Editor to write section under heading, Publisher (usually included at bottom or on side of content page) and submit to Editorial Board Council for approval. The information should contain a statement regarding the journal as an official publication and how often the journal is published. Include information about reprints and whom to write for approval. A statement should be made regarding microfilm reproductions.

8. Assist Editor to write section under heading, Subscriptions and present to Editorial Board Council for approval (usually included after information on Publisher). This section explains the official publication and address. State annual subscription rate, cost of single copies and back issues, and weeks allowed when available. Change of address information should be stated to include old and new addresses with zip codes. Include a statement that the journal is not responsible for replacing undelivered issues.

9. Assist Editor to write section under heading, Copyright and present to Editorial Council for review. Information should state that journal has copyright. Include a statement regarding reproduction or quotations from copyrighted material and where the journal is indexed.

10. Assist Editor to prepare sample format for editorial staff page (inside of front cover) with editorial policy and present to Editorial Board Council for approval.

11. Assist Editor to prepare sample format of content page (title of articles and book review section) with sections on Publisher, Subscriptions and Copyright and submit to Editorial Board Council for approval.

12. Assist Editor to prepare sample first page of article (title, author, abstract, text and information regarding author) and submit to Editorial Board Council for approval. Indicate that references should start at end of last page of article for camera ready copy.

13. Assist Editor to prepare sample book review page. Include author, year, title, statement of content of book, city, state, publisher, number of pages and cost. Indicate where review begins and location of name of authors, city and state of reviewer.

14. Assist Editor to prepare sample page for Guidelines for Authors (inside of back cover) and submit to Editorial Board Council for review and approval.

15. Assist Editor to prepare sample cover for journal and submit to Editorial Board Council for review and approval. Include title, volume number and number of issue (Volume 1, Number 1), (Spring, Fall), and year. Include logo if adopted and/or consider listing titles of articles on cover.

16. Develop an organizational plan for receiving, recording and renewing subscriptions.

17. Receive subscription requests and fees from subscribers.

18. Keep list of current subscribers.

19. Receive articles from Editor/Associate Editor.

20. Submit articles to appropriate personnel for typing.

21. Send proof copy to Editor/Associate Editor.

22. Receive proof edited copy from Editor/Associate Editor.

23. Submit edited materials to typist for corrections, send back to Editor for approval and then submit to printer.

24. Provide list of subscribers to printer to prepare labels.

25. Make arrangements for mailing journal to subscribers.

26. Keep Editorial Board Council informed.

27. Assist members of Editorial Board Council to review materials submitted by Editor/Associate Editor or others, for approval.

JOURNAL OF _____

Editorial Board
Duties and Responsibilities

1. Submit Consent Form to serve on Editorial Board
2. Submit four copies of vita for review by committee.
3. Complete review of each manuscript and book review received from Editor/ Associate Editor.
4. Complete evaluation form on each manuscript or book review received.
5. Complete a report of review form on each manuscript or book review received.
6. Return evaluation and report forms to Editor/Associate Editor as designated.
7. Vote on candidates for Editorial Board, if election is held by Board.
8. Complete other responsibilities as requested by Editorial Board Council.

SECTION VI: PROCESS, LETTERS, AND FORMS FOR REVIEW OF EDITORIAL MATERIALS

Record of Manuscripts and Book Reviews

Responses to Research Manuscripts

Responses to Non-research Manuscripts

Responses to Book Reviews

RECORD OF MANUSCRIPTS

AND BOOK REVIEWS

RECORD OF RESEARCH MANUSCRIPTS

_____
Year

MANUSCRIPT NO.	DATE	TITLE OF MANUSCRIPT	EDITORIAL REVIEW	ACCEPT\REJECT		MAILED TO REVIEWERS	ACCEPT/REJECT		ADDRESS OF AUTHOR

RESPONSES TO RESEARCH MANUSCRIPT

Letter of Acknowledgment of Research Manuscript

Editor/Associate Editor - Review of Research Manuscript Evaluation Form

Editor/Associate Editor - Report of Manuscript Review Form

Editor/Associate Editor - Report of Manuscript Review

Letter of Rejection Regarding Editor/Associate Editor Initial Review

Editor/Associate Editor - Report of Manuscript Review

Letter to Reviewer Regarding Research Manuscript

Reviewer - Research Manuscript Evaluation Form

Reviewer - Report of Manuscript Review Form

Letter of Rejection of Research Manuscript

Editor/Associate Editor - Report of Manuscript Review

Letter of Acceptance of Research Manuscript

Consent Form

JOURNAL OF _____

(LETTER OF ACKNOWLEDGMENT OF MANUSCRIPT)

DATE

NAME

ADDRESS

Dear_____:

The research manuscript entitled_____

_____

_____

_____

has been received for review and consideration for possible publication in the Journal of _____. The #_____has been assigned to the manuscript and should be referred to if any correspondence or communication is necessary.

The research manuscript will be initially reviewed by the Editor/Associate Editor. If the manuscript satisfies the criteria, it will be forwarded to the Editorial Board for Review. Otherwise, it will be returned to you with a Report of Manuscript Review. A response should be mailed to you in approximately six to eight weeks. Thank you for your interest in the Journal of _____ _____.

Sincerely,

Editor,
Journal of _____

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REVIEW OF RESEARCH MANUSCRIPT EVALUATION FORM

Date Received by Editor: _____ Manuscript No.: _____

Date Reviewed: _____ Reviewer: _____

Date of Notification to Author(s): _____

Directions: Check ( ) the appropriate rating that best reflects your evaluation of the research study using the identified criteria and scale.

5 - Included completely; excellent quality
4 - Included; good quality
3 - Included partially; average quality
2 - Included partially; poor quality
1 - Not included
N/A - Not applicable

CRITERIA	EVALUATION SCALE 5	4	3	2	1	N/A
I. ABSTRACT						
A. Typed abstract at beginning of article as specified in format						
B. Submitted 1 original camera ready abstract (150 words or less						
C. Submitted 3 copies of abstract						
D. Stated purpose						
E. Stated objective(s)						
F. Stated findings						
G. Stated conclusions						
II. MANUSCRIPT						
A. Submitted 1 original camera ready copy with tables inserted in text (10 pages or less)						
B. Submitted 3 copies of manuscript (10 pages)						
C. Stated objective(s), purpose(s)						
D. Stated method and procedures						
E. Stated results, conclusions, and recommendations						
F. Typed on 8 1/2" X 11" white paper with appropriate margins on all sides						

G. Provided a cover page with title of study and name address, institution, and tel. no. of author(s)							
H. Provided double-spaced, elite-typed, camera ready pages including references, tables, and figures							
I. Used the Publication Manual (3rd. ed.) of the APA							
J. Included references at end of manuscript.							
K. Submitted tables typed and inserted in text							
L. Contained numbered, titled, and cited tables in the text							
Points:							

TOTAL POINTS: _____

III. RECOMMENDATIONS:

A. _____ Recommend study be sent to reviewers.

B. _____ Recommend letter be sent to author(s) regarding manuscript with evaluations noted above stated on attached Report of Manuscript Review Form.

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW FORM

Manuscript No.: _____

Reviewer: _____

COMMENTS:

This information is very important in the editorial process to insure that your recommendations are fully understood. Be as complete and specific as possible. Identify by page and line each editorial comment to be noted by the author(s) and editor. For example, page 3, lines 12-15 --. Keep editorial suggestions and remarks within acceptable parameters. Our goal is to encourage, assist and advance publication efforts of our colleagues.

Note:

If the manuscript receives full acceptance, please state the reasons so that they may be used with other critiques and reasons for provisional acceptance or rejection which may be quoted to the author.

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.: _____ Date: _____

Title: _____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER OF REJECTION REGARDING EDITOR/ASSOCIATE EDITOR INITIAL REVIEW)

DATE

NAME

ADDRESS

Dear_____:

This letter refers to the status of your research manuscript #_____, entitled

_____

_____

_____

I am sorry to inform you that the research manuscript cannot be forwarded to the Editorial Board in its present form. Please see attached Report of Manuscript Review Form.

We appreciate your interest in the Journal of _____ and would welcome any further manuscripts or book reviews you may wish to submit for possible publication.

Sincerely,

Editor,
Journal of _____

NW:dk

Enclosure: Editor/Associate Editor - Report of Manuscript Review

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.: _____ Date: _____

Title: _____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER TO REVIEWER)

Manuscript No.: _____

Reviewer: _____

Return by: _____

To: Members of Editorial Board
Journal of _____

From: Editor, Journal of _____

Subject: Manuscript and Forms for Reviewing and Reporting

The enclosed research manuscript _____

_____

_____

_____

has been submitted for your review and consideration for publication in the Journal of _____. The paper should be reviewed and evaluated using the following attached forms:

--Reviewer - Research Manuscript Evaluation Form

--Reviewer - Report of Manuscript Review Form

Please return the manuscript and forms by the above requested date. Thank you for your assistance.

NW/dk

Enclosures: Manuscript
Reviewer - Research Manuscript Evaluation Form
Reviewer - Report of Manuscript Review Form

JOURNAL OF _____

REVIEWER - RESEARCH MANUSCRIPT EVALUATION FORM

Date Mailed: _____ Manuscript No.: _____

Date Returned by Reviewer: _____ Reviewer: _____

Date Received by Editor: _____ Date of Notification to Author(s) _____

Directions: Check ( ) the rating that best reflects your evaluation of the research study using the identified criteria and scale.

5 - Included completely; excellent quality
4 - Included; good quality
3 - Included partially; average quality
2 - Included partially; poor quality
1 - Not included
N/A - Not applicable

CRITERIA	EVALUATION SCALE 5	4	3	2	1	N/A
I. ABSTRACT						
A. Typed abstract at beginning of article as specified in format						
B. Contained 150 words or less						
C. Stated purpose						
D. Stated objective(s)						
E. Stated findings						
F. Stated conclusions						
II. MANUSCRIPT						
A. Stated purposes of study						
B. Addressed specific objectives in problem studied						
C. Cited related literature						
D. Utilized and justified research design						
E. Justified instruments and cited reliabilities						
F. Justified data source and/or sampling techniques						
G. Utilized appropriate statistical analysis						
H. Stated findings and conclusions						
I. Stated recommendations based upon findings and conclusions						

J. Implied significance for HOE and contribution to vocational education							
K. Included the purpose(s), objective(s), findings and conclusions in the abstract							
L. Contained numbered, titled, and cited tables in the text							
M. Used APA Third Edition writing style							
Points:							

TOTAL POINTS: _____

III. RECOMMENDATIONS:

A. _____ Accept (as is).

B. _____ Provisional acceptance, pending minor revisions described in "Comments" section on Report of Manuscript Form.

C. _____ Provisional acceptance, pending major revisions specified in "Comments" section on Report of Manuscript Form.

D. _____ Reject at present time, but invite resubmission with a major revision as described in "Comments" section on Report of Manuscript Form.

E. _____ Reject, but advise submission to some other journal.

F. _____ Reject.

JOURNAL OF _____

REVIEWER - REPORT OF MANUSCRIPT REVIEW FORM

Manuscript No.: _____

Reviewer: _____

Comments:

This information is very important in the editorial process to insure that your recommendations are fully understood. Be as complete and specific as possible. Identify by page and line each editorial comment to be noted by the author(s) and editor. For example, page 3, lines 12-15 --. Keep editorial suggestions and remarks within acceptable parameters. Our goal is to encourage, assist and advance publication efforts of our colleagues.

Note:

If the manuscript receives full acceptance, please state the reasons so that they may be used with other critiques and reasons for provisional acceptance or rejection which may be quoted to the author.

JOURNAL OF _____

(LETTER OF REJECTION OF RESEARCH MANUSCRIPT)

DATE

NAME

ADDRESS

Dear_____:

This letter refers to the status of your research manuscript #_____, entitled

_____

_____

_____.

I am sorry to inform you that the Editorial Board has not recommended acceptance of your research manuscript for publication in the Journal of _____. Please see the attached Report of Manuscript Review.

Thank you for your interest in the Journal of _____. We would welcome any further manuscripts you may wish to submit.

Sincerely,

Editor,
Journal of _____

NW:dk

Enclosure: Editor/Associate Editor - Report of Manuscript Review

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.:_____ Date:_____

Title: _____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER OF ACCEPTANCE OF RESEARCH MANUSCRIPT)

DATE

NAME

ADDRESS

Dear_____:

This letter refers to the status of your research manuscript #_____, entitled

_____

_____

_____.

It is a pleasure to inform you that the Editorial Board has accepted your research manuscript for publication in the _____issue of the _____ _____.

It is necessary for you to sign the enclosed Consent Form and return it by _____. This is an agreement to confirm consent to publish and copyright to the Journal of _____ which stipulates that the article neither has been published nor will be published in another journal unless prior approval has been received from the Journal.

Thank you for your interest in the Journal of _____. We welcome any further manuscripts or book reviews you may wish to publish.

Sincerely,

Editor,
Journal of _____

MW:dk

Enclosure: Consent Form

JOURNAL OF _____

CONSENT FORM

TITLE: _____

_____

_____

AUTHOR(S) NAME: _____

ADDRESS: _____

_____

_____

I, _____ hereby give consent for
(Type name)
the above to be published in the Journal of _____.
This agreement confirms copyright to the Journal. Therefore, the above will not be published in another journal without prior approval by the Journal of _____.

Signature: _____

Date: _____

Please return to Editor

NAME

ADDRESS

RESPONSES TO NON-RESEARCH INFORMATIVE MANUSCRIPT

Letter of Acknowledgment of Non-research Informative Manuscript

Editor/Associate Editor - Review of Non-research Manuscript Evaluation Form

Editor/Associate Editor - Report of Manuscript Review Form

Editor/Associate Editor - Report of Manuscript Review

Letter of Rejection Regarding Editor/Associate Editor Initial Review

Editor/Associate Editor - Report of Manuscript Review

Letter to Reviewer Regarding Non-research Informative Manuscript

Reviewer - Non-research Manuscript Evaluation Form

Reviewer - Report of Manuscript Review Form

Letter of Rejection of Non-research Informative Manuscript

Editor/Associate Editor - Report of Manuscript Review

Letter of Acceptance of Non-research informative Manuscript

Consent Form

JOURNAL OF _____

(LETTER OF ACKNOWLEDGMENT OF MANUSCRIPT)

DATE

NAME

ADDRESS

Dear_____:

The non-research informative manuscript entitled_____

_____

_____

_____

has been received for review and consideration for possible publication in the Journal of _____. The #_____ has been assigned to the manuscript and should be referred to if any correspondence or communication is necessary.

The non-research informative manuscript will be initially reviewed by the Editor/ Associate Editor. If the manuscript satisfies the criteria, it will be forwarded to the Editorial Board for review. Otherwise, it will be returned to you with a Report of Manuscript Review. A response should be mailed to you in approximately six to eight weeks. Thank you for your interest in the _____ _____.

Sincerely,

Editor,
Journal of _____

NW:dk

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REVIEW OF NON-RESEARCH INFORMATIVE MANUSCRIPT FORM

Date Received by Editor: _____ Manuscript No.: _____

Date Reviewed: _____ Reviewer: _____

Date of Notification to Author(s) _____

Directions: Check ( ) the appropriate rating that best reflects your evaluation of the non-research informative manuscript using the identified criteria and scale.

5 - Included completely; excellent quality
4 - Included; good quality
3 - Included partially; average quality
2 - Included partially; poor quality
1 - Not included
N/A - Not applicable

CRITERIA	EVALUATION SCALE 5	4	3	2	1	N/A
I. ABSTRACT						
A. Submitted 1 original abstract (150 words or less)						
B. Submitted 3 copies of abstract						
C. Stated purpose						
D. Stated objectives						
E. Included summary						
F. Typed at beginning of article as specified for format with appropriate margins on all sides						
G. Provided double-spaced, elite-typed, camera ready abstract on white paper						
II. MANUSCRIPT						
A. Submitted 1 original camera ready copy (with tables inserted if provided) of 10 pages or less						
B. Submitted 3 copies of manuscript (10 pages)						
C. Provided a cover page with title of study and name, address, institution, and tel. no. of author(s)						
D. Typed on 8 1/2" X 11" white paper with appropriate margins on all sides						
E. Provided double-spaced, elite-typed camera ready pages including references (tables and figures if necessary)						

F. Included references on separate page(s) at end of manuscript							
G. Used the Publication Manual (3rd. ed.) of the APA							
H. Relevant to field							
I. Stated objective(s), purpose(s))							
J. Provided summary							
Points:							

TOTAL POINTS: _____

III. RECOMMENDATIONS

A. _____ Recommend manuscript be sent to reviewers.

B. _____ Recommend letter be sent to author(s) regarding manuscript with evaluations noted above stated on attached Report of Manuscript Review Form.

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW FORM

Manuscript No.: _____

Reviewer: _____

COMMENTS:

This information is very important in the editorial process to insure that your recommendations are fully understood. Be as complete and specific as possible. Identify by page and line each editorial comment to be noted by the author(s) and editor. For example, page 3, lines 12-15 --. Keep editorial suggestions and remarks within acceptable parameters. Our goal is to encourage, assist and advance publication efforts of our colleagues.

Note:

If the manuscript receives full acceptance, please state the reasons so that they may be used with other critiques and reasons for provisional acceptance or rejection which may be quoted to the author.

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.:_____ Date:_____

Title:_____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER OF REJECTION REGARDING EDITOR/ASSOCIATE EDITOR INITIAL REVIEW)

DATE

NAME

ADDRESS

Dear_____:

This letter refers to the status of your non-research informative manuscript

#_____, entitled_____

_____

_____.

I am sorry to inform you that the non-research manuscript cannot be forwarded to the Editorial Board in its present form. Please see the attached Report of Manuscript Review.

We appreciate your interest in the Journal of _____ and would welcome any further manuscripts or book reviews you may wish to submit.

Sincerely,

Editor,
Journal of _____

NW:dk

Enclosure: Editor/Associate Editor - Report of Manuscript Review

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.: _____ Date: _____

Title: _____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER TO REVIEWERS)

Manuscript No.: _____

Reviewer: _____

Return by: _____

To: Members of Editorial Board
Journal of _____

From: Editor, Joural of _____

Subject: Manuscript and Forms for Reviewing and Reporting

The enclosed non-research informative manuscript _____

_____

_____

_____

has been submitted for your review and consideration for publication in the Journal of _____. The paper should be reviewed and evaluated using the following attached forms:

--Reviewer - Non-research Informative Manuscript Evaluation Form

--Reviewer - Report of Manuscript Review Form

Please return the manuscript and forms by the above requested date. Thank you for your assistance.

NW/dk

Enclosures: Non-research Informative Manuscript
Reviewer - Non-research Informative Manuscript Evaluation Form
Reviewer - Report of Manuscript Review Form

JOURNAL OF _____

REVIEWER - NON-RESEARCH INFORMATIVE MANUSCRIPT EVALUATION FORM

Date Mailed: _____ Manuscript No.: _____

Date Returned by Reviewer: _____ Reviewer: _____

Date Received by Editor: _____ Date of Notification to Author(s) _____

Directions: Check ( ) the rating that best reflects your evaluation of the non-research informative manuscript using the identified criteria and scale.

5 - Included completely; excellent quality
4 - Included; good quality
3 - Included partially; average quality
2 - Included partially; poor quality
1 - Not included
N/A - Not applicable

CRITERIA	EVALUATION SCALE 5	4	3	2	1	N/A
I. ABSTRACT						
A. Typed at beginning of article as specified						
B. Contained 150 words or less						
C. Stated purpose						
D. Stated objective(s)						
E. Stated findings						
F. Stated conclusions						
II. CONTENT						
A. Relevant to field						
B. Significant area of concern						
C. Depicts subject mastery						
III. WRITING STYLE						
A. Scholarly presentation						
B. Logical organization						
C. Appropriately documented						
D. Conclusions/recommendations						
Points:						

TOTAL POINTS: _____

IV. RECOMMENDATIONS

A._____Accept as written.

B._____Provisional acceptance, pending minor revisions described in "Comments" section on Report of Manuscript Form.

C._____Provisional acceptance, pending major revisions specified in "Comments" section on Report of Manuscript Form.

D._____Reject at present time, but invite resubmission with a major revision as described in "Comments" section on Report of Manuscript Form.

E._____Reject, but advise submission to some other journal.

F._____Reject.

JOURNAL OF _____

REVIEWER - REPORT OF MANUSCRIPT REVIEW FORM

Manuscript No.: _____

Review: _____

COMMENTS:

This information is very important in the editorial process to insure that your recommendations are fully understood. Be as complete and specific as possible. Identify by page and line each editorial comment to be noted by the author(s) and editor. For example, page 2, lines 10-13--. Keep editorial suggestions and remarks within acceptable parameters. Our goal is to encourage, assist and advance publication efforts of our colleagues.

Note:

If the manuscript receives full acceptance, please state the reasons so that they may be used with other critiques and reasons for provisional acceptance or rejection which may be quoted to the author.

JOURNAL OF _____

(LETTER OF REJECTION OF NON-RESEARCH INFORMATIVE MANUSCRIPT)

DATE

NAME

ADDRESS

Dear_____:

This letter refers to the status of your non-research informative manuscript

#_____, entitled_____

_____

_____

I am sorry to inform you that the Editorial Board has not recommended acceptance of your non-research informative manuscript for publication in the Journal of _____. Please see attached Report of Manuscript Review Form.

Thank you for your interest in the Journal of _____. We would welcome any further manuscripts or book reviews you may wish to submit.

Sincerely,

Editor,
Journal of _____

NW:dk

Enclosure: Editor/Associate Editor - Report of Manuscript Review Form

JOURNAL OF _____.

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.: _____ Date: _____

Title: _____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER OF ACCEPTANCE OF NON-RESEARCH INFORMATIVE MANUSCRIPT)

DATE

NAME

ADDRESS

Dear_____:

This letter refers to the status of your non-research informative manuscript

#_____, entitled_____

_____

_____

It is a pleasure to inform you that the Editorial Board has accepted your non-research informative manuscript for publication in the _____ issue of the Journal of _____.

It is necessary for you to sign the enclosed Consent Form and return it by _____. This is an agreement to confirm consent to publish and copyright to the Journal of _____ which stipulates that the article has neither been published nor will be published in another journal unless prior approval has been received from the Journal.

Thank you for your interest in the Journal of _____. We welcome any further manuscripts or book reviews you may wish to submit.

Sincerely,

Editor,
Journal of _____

NW:dk

Enclosure: Consent Form

JOURNAL OF _____

CONSENT FORM

TITLE: _____

_____

_____

AUTHOR(S) NAME: _____

ADDRESS: _____

_____

_____

I, _____ hereby give consent for
(Type name)
the above to be published in the Journal of _____.
This agreement confirms copyright to the Journal. Therefore, the above will not be published in another journal without prior approval by the Journal of _____.

Signature: _____

Date: _____

Please return to Editor

NAME

ADDRESS

RESPONSES TO BOOK REVIEW

Letter of Acknowledgment of Book Review

Editor/Associate Editor - Review of Book Review Evaluation Form

Editor/Associate Editor - Report of Book Review Form

Editor/Associate Editor - Report of Book Review

Letter of Rejection Regarding Editor/Associate Editor Initial Review

Editor/Associate Editor - Report of Book Review

Letter to Reviewers Regarding Book Review

Reviewer - Book Review Evaluation Form

Reviewer - Report of Book Review Form

Letter of Rejection of Book Review

Editor/Associate Editor - Report of Book Review

Letter of Acceptance of Book Review Form

Consent Form

JOURNAL OF _____

(LETTER OF ACKNOWLEDGMENT OF BOOK REVIEW)

DATE

NAME

ADDRESS

Dear_____:

The book review entitled_____

_____

_____

_____

has been received for review and consideration for possible publication in the Journal of _____. The #_____has been assigned to the book review and should be referred to if any correspondence or communication is necessary.

The book review will be initially reviewed by the Editor/Associate Editor. If the book review satisfies the criteria, it will be forwarded to the Editorial Board for review. Otherwise, it will be returned to you with a Report of Book Review. A response should be mailed to you in approximately six to eight weeks. Thank you for your interest in the Journal of _____.

Sincerely,

Editor,
Journal of _____

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REVIEW OF BOOK REVIEW EVALUATION FORM

Date Received: _____ Book Review No.: _____

Date Reviewed: _____ Reviewer: _____

Date of Notification to Author(s): _____

Directions: Check ( ) the appropriate rating that best reflects your evaluation of the book review using the identified criteria and scale.

5 - Included completely; excellent quality
4 - Included; good quality
3 - Included partially; average quality
2 - Included partially; poor quality
1 - Not included
N/A - Not applicable

CRITERIA	EVALUATION SCALE 5	4	3	2	1	N/A
I. BOOK REVIEW FORMAT/STYLE						
A. Submitted 1 original camera ready copy of book review						
B. Submitted 3 copies of book review						
C. Typed on 8 1/2" X 11" white paper with appropriate margins						
D. Provided a cover page with title of study and name, address, institution, and tel. no. of author(s)						
E. Provided not more than 1 double-spaced, elite-typed, camera ready page						
F. Used the Publication Manual (3rd. ed.) of the APA						
II. CONTENT						
A. Included title, author, publisher, city and state of publication, year of publication, number of pages and price						
B. Stated purpose						
C. Stated objective(s)						
D. Included author's central theme						
E. Summary of content						
F. Relevant to field						
G. Value to field						

Points: | | | | | | | |

TOTAL POINTS: _____

III. RECOMMENDATIONS:

A. _____ Recommend book review be sent to reviewers.

B. _____ Recommend letter be sent to author(s) regarding book review with evaluations noted above stated on attached Report of Manuscript Review Form.

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF BOOK REVIEW FORM

Book Review No.: _____

Reviewer: _____

Comments:

This information is very important in the editorial process to insure that your recommendations are fully understood. Be as complete and specific as possible. Identify by page and line each editorial comment to be noted by the author(s) and editor. For example, page 3, lines 12-15--. Keep editorial suggestions and remarks within acceptable parameters. Our goal is to encourage, assist and advance publication efforts of our colleagues.

Note:

If the book review receives full acceptance, please state the reasons so that they may be used with other critiques and reasons for provisional acceptance or rejection which may be quoted to the author.

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF BOOK REVIEW

Book Review No.:_____ Date:_____

Title:_____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER OF REJECTION REGARDING EDITOR/ASSOCIATE EDITOR INITIAL REVIEW)

DATE

NAME

ADDRESS

Dear _____:

This letter refers to the status of your Book Review #_____, entitled

_____

_____

_____

I am sorry to inform you that the book review cannot be forwarded to the Editorial Board in its present form. Please see attached Report of Book Review.

We appreciate your interest in the Journal of _____ and would welcome any further book reviews you may wish to submit for possible publication.

Sincerely,

Editor,
Journal of _____

NW:dk

Enclosure: Report of Book Review

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF MANUSCRIPT REVIEW

Manuscript No.: _____ Date: _____

Title: _____

_____

_____

Review Reasons

_____

JOURNAL OF _____

(LETTER TO REVIEWER)

Book Review No.:_____

Reviewer:_____

Return by:_____

To: Members of Editorial Board
Journal of _____

From:
Editor, Journal of _____

Subject: Book Review and Forms for Reviewing and Reporting

The enclosed book review_____

_____

_____

_____

has been submitted for your review and consideration for publication in the Journal of _____. The book review should be reviewed and evaluated using the following attached forms:

--Reviewer - Book Review Evaluation Form

--Reviewer - Report of Book Review Form

Please return the book review and forms by the above requested date. Thank you for your assistance.

NJ:dk

Enclosures: Book review
Reviewer - Book Review Evaluation Form
Reviewer - Report of Book Review Form

JOURNAL OF _____

REVIEWER - BOOK REVIEW EVALUATION FORM

Date Mailed:_____ Book Review No.:_____

Date Returned by Reviewer:_____ Reviewer:_____

Date Received by Editor:_____ Date of Notification to Author(s):_____

Directions: Check ( ) the rating that best reflects your evaluation of the book review using the identified criteria and scale.

5 - Included completely; excellent quality
4 - Included; good quality
3 - Included partially; average quality
2 - Included partially; poor quality
1 - Not included
N/A - Not applicable

CRITERIA	EVALUATION SCALE 5	4	3	2	1	N/A
I. BOOK REVIEW						
A. Stated purpose(s) of review						
B. Included description of author's theme						
C. Stated summary of content						
D. Stated value of book						
E. Addressed applicability of book						
F. Logical organization						
G. Significant to field						
H. Scholarly presentation						
Points:						

TOTAL POINTS: _____

II. RECOMMENDATIONS:

A._____Accept (as is)

B._____Provisional acceptance, pending minor revisions described in "Comments" section on Report of Book Review Form.

C._____Provisional acceptance, pending major revisions specified in "Comments" section on Report of Book Review Form.

D._____Reject at present time, but invite resubmission with a major revision as described in "Comments" section on Report of Book Review Form.

E._____Reject, but advise submission to some other journal.

F._____Reject.

JOURNAL OF _____

REVIEWER - REPORT OF BOOK REVIEW FORM

Book Review No.: _____

Reviewer: _____

COMMENTS:

This information is very important in the editorial process to insure that your recommendations are fully understood. Be as complete and specific as possible. Identify by page and line each editorial comment to be noted by the author(s) and editor. For example, page 3, lines 12-15--. Keep editorial suggestions and remarks within acceptable parameters. Our goal is to encourage, assist and advance publication efforts of our colleagues.

Note:

If the book review receives full acceptance, please state the reasons so that they may be used with other critiques and reasons for provisional acceptance or rejection which may be quoted to the author.

JOURNAL OF _____

(LETTER OF REJECTION OF BOOK REVIEW)

DATE

NAME

ADDRESS

Dear:_____

This letter refers to the status of your Book Review #_____, entitled

_____

_____

_____

I am sorry to inform you that the Editorial Board has not recommended acceptance of your book review for publication in the Journal of _____
Please see attached Report of Book Review.

Thank you for your interest in the Journal of _____. We would welcome any further manuscripts or book reviews you may wish to submit.

Sincerely,

Editor,
Journal of _____

Enclosure: Editor/Associate Editor - Report of Book Review

JOURNAL OF _____

EDITOR/ASSOCIATE EDITOR - REPORT OF BOOK REVIEW

Book Review No.:_____ Date:_____

Title:_____

_____

_____

Review Reasons

_____

(Letter of Acceptance of Book Review)

NAME
ADDRESS

Dear _____:

This letter refers to the status of your Book Review #_____, entitled

_____

_____

_____

It is a pleasure to inform you that the Editorial Board has accepted your book review for publication in the _____ issue of the Journal of _____ _____.

It is necessary for you to sign the enclosed Consent Form and return it by _____. This agreement is to confirm consent to publish and copyright to the Journal of _____ which stipulates that the article neither has been published nor will be published in another journal unless prior approval has been received from the Journal.

Thank you for your interest in the Journal of _____.
We welcome any further manuscripts or book reviews you may wish to submit.

Sincerely,

Editor,
Journal of _____

Enclosure: Consent Form

JOURNAL OF _____

CONSENT FORM

TITLE: _____

_____

_____

AUTHOR(S) NAME: _____

ADDRESS: _____

_____

_____

_____

I, _____ hereby give consent for
(Type name)
the above book review to be published in the Journal of _____
_____. This agreement confirms copyright to the Journal. Therefore, the manuscript has not or will not be published in another journal without prior approval by the Journal of _____.

Signature: _____

Date: _____

Please return to Editor

NAME

ADDRESS

SECTION VII: FINANCIAL OBLIGATIONS

Preparation of Journal for Mailing and Cost by Weight

Budget/Financial Statement

Preparation of Journal for Mailing and Cost by Weight

1. VOLUME:

There is a minimum volume of 200 identical pieces of third-class material for each mailing. ALL PIECES OF MAIL MUST BE ZIP CODED.

2. FEE:

There is an annual fee of $50.00 as _____, which expires on December of each year, and must be paid for on or before the first mailing of the new year.

3. METHODS OF PAYING POSTAGE:

a. Precancelled stamps
b. Meter stamps
c. Permit imprint, cash payment system which requires an additional one-time fee of $50.00 for the permit imprint number.

4. MAILING TIME AND FORM REQUIREMENTS:

Mailings must be brought to the weigher's office at the main post office before 4:00 p.m., Monday through Friday. A completed Statement of Mailing, either typewritten or written in ink, must be submitted with each mailing.

a. Form 3602 PC--For precancelled or metered stamp mailings.
b. Form 3602--For permit imprint mailings.
c. If desired, duplicate copies may be submitted and verified copy will be returned to the mailer.

5. PREPARATION OF MAIL:

a. Direct Bundle - ten or more pieces for the same 5 digits of the ZIP Code - with the top piece of mail showing the red identification label.

b. Mixed City Bundle - ten or more pieces having at least the same first three digits of the ZIP Code and the mail is all for the same city. Top piece of mail must be identified with a yellow identification label.

c. SCF Bundle - ten or more pieces having at least the first three digits of the ZIP Code identical - top piece of mail to have a green identification label.

d. State Bundle - ten or more pieces having the same state destination. Top piece of mail must have an orange identification label.

e. Mixed States - Combination of mail for more than one state. Mailer must supply own label marked "Mixed States".

f. If volume warrants a 1/3 sack or more for each separation or any combination of separations (in items above), the mail is to be sacked and labeled accordingly.

FORMS AND SUPPLIES:
Forms 3602, 3602 PC, bundle identification labels, rubber bands, sacks, etc., (plus further information) may be obtained at the weigher's office. The phone number is _____.

WEIGHT AND COST

OUNCES	FIRST CLASS	SECOND CLASS	THIRD CLASS
UP TO			
1	$ .22	$ .22	$ .22
2	$ .39	$ .39	$ .39
3	$ .56	$ .56	$ .56
4	$ .73	$ .73	$ .73
5	$ .90	$ .88	$ .88
6	$1.07	$ .98	$ .98
7	$1.24	$ .98	$ .98
8	$1.41	$1.08	$1.08
9	$1.58	$1.08	$1.08
10	$1.75	$1.18	$1.18
11	$1.92	$1.18	$1.18
12	$2.09	$1.28	$1.28
13	(A)	$1.28	$1.28
14	"	$1.38	$1.38
15	"	$1.38	$1.38
16	"	(B)	(B)

(A) -- For First Class over 12 oz.

(B) -- Over 15 oz. but less than 16 oz.

$.10 surcharge is assessed on each piece of nonstandard First Class and Third Class mail

$.90 Nonmachinable surcharge must be paid for a parcel mailed at parcel post rates, see DMM 753

POUNDS	SPECIAL FOURTH CLASS	LIBRARY RATE
1	$ .69	$ .40
2	$ .94	$ .54
3	$1.19	$ .68
4	$1.44	$ .82
5	$1.69	$ .96
6	$1.94	$1.10
7	$2.19	$1.24
8	$2.34	$1.32
9	$2.49	$1.40
10	$2.64	$1.48
11	$2.79	$1.56
12	$2.94	$1.64
13	$3.09	$1.72
14	$3.24	$1.80
15	$3.39	$1.88
16	$3.54	$1.96
17	$3.69	$2.04
18	$3.84	$2.12
19	$3.99	$2.20
20	$4.14	$2.28
21	$4.29	$2.36
22	$4.44	$2.44
23	$4.59	$2.52
24	$4.74	$2.60
25	$4.89	$2.68

STAMPED ENVELOPES

1 - $ .27	6 - $1.62	15 - $ 4.05
2 - $ .54	7 - $1.89	20 - $ 5.40
3 - $ .81	8 - $2.16	25 - $ 6.75
4 - $1.08	9 - $2.43	50 - $13.50
5 - $1.35	10 - $2.70	75 - $20.25

JOURNAL OF _____

FINANCIAL STATEMENT

Date

INCOME		BALANCE
Balance		$_____
Income - Subscriptions	$_____	
Income - Interest	$_____	
Total Income	$_____	$_____
TOTAL		$_____

EXPENDITURES		BALANCE
Supplies Stationary Stamps Envelopes	$_____	
Copyright (___ per issue)	$_____	
Typesetting	$_____	
Printing	$_____	
Mailing	$_____	
Total Expenses	$_____	
BALANCE		$_____

Total Assets as of _____ 19___ .